PRESIDENT

Role
The president is the leader but not the ‘boss’. The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the principal and teachers. The president is a guide for and example to all parents.

Duties and Responsibilities
A President leads the P&F Association by:
• Plan and chair meetings in consultation with the secretary and principal;
• Ensure meetings run according to the agenda and the constitution
• Ensure fair discussion - give all an opportunity to speak
• Ensure activities are sanctioned by principal
• Work with the treasurer to ensure financial accountability
• Ensure decisions are carried out – follow up
• Encouraging parents to get involved
• helping parents feel welcomed at the school
• Some things to be aware of as president
• Tune in to parents’ comments
• Respond to comments
• Meet as many parents as possible – welcome them individually to meetings
• Manage attempts to dominate the meetings
• Avoid one on one issues at meetings
• Stop ‘personal issues’ if these arise at meetings
• Avoid ambushes particularly of the principal
• Give full support to P&F functions
SECRETARY

Role
The Secretary is very important to the efficient operation of any organization. A secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary’s main functions are:

• Communication and correspondence
• Maintaining effective records
• Ensuring meetings are effectively organised and minuted

Duties and Responsibilities

• Prepare the agenda in consultation with the president and principal
• Notify members of meetings (date, time, venue)
• Keep good records
• Receive and manage the correspondence
• Obtain reports from sub-committees
• Write up the minutes
• Understand the constitution
• Guide and advise the president.

There is more!
• After the meeting, minutes should be written up promptly and actions taken on any decisions
• Write letters in accordance with the instructions of the meeting or the President;
• Prepare minutes for school newsletter;
• Confirm attendance of Executive and other appropriate people;
• Clear the mail regularly and keep the President informed on all issues;
• Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents;
• Maintain a collaborative approach at all times
• Give full support to P&F organised functions
TREASURER

Role
The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

Duties and Responsibilities

• Must keep accurate financial records of all receipts and expenditure;
• Must issue receipts for all money received;
• Pay all accounts as authorized;
• Bank all money regularly;
• Present a monthly financial report – keep the P&F informed
• Arrange for an audited financial report for the Annual General Meeting;
• Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.
• Give full support to P&F organised functions
SUB-COMMITTEES

Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F meeting. Sub-committees must be set up by the decision of a P&F meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

• Meet with your sub-committee colleagues and focus on the task
• Be prepared to report to P&F meetings;
• Attend meetings regularly;
• Send apologies if unable to attend;
• Be cooperative at all times;
• Responsibility for what has been agreed should be shared by all group members.
• Attend to business of particular sub-committee to obtain outcome
• Ensure Terms of Reference for committee is adhered to
• Give full support to P&F organised functions
• Give full written reports to the Principal each quarter on the state of affairs
DIOCESAN COUNCIL DELEGATES

Role
To represent the P&F of your school at the diocesan council.

Duties

• Attend your school P&F association meetings
• Attend Diocesan cluster and/or diocesan council meetings
• Ensure correspondence from diocesan council is read and dealt with appropriately
• Report to the P&F about diocesan council meetings
• Take issues to diocesan council meetings
• Give full support to P&F organised functions